

EMPLOYMENT OPPORTUNITIES

1/8/18

Put your passion for the desert to work! To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480 481.8173, or mail to:

Human Resources

Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Butterfly Exhibit Lead

Seasonal, Part-Time, 25 to 30 hours per week.

The primary function of the Butterfly Exhibit Lead is to support operations of the butterfly exhibit, ensuring an enjoyable and educational experience for guests. The Butterfly Exhibit Lead supports daily operations of the exhibit by working closely with staff to monitor visitor flow, ensure sufficient staff coverages and coordinate both breaks and assignments for staff and volunteers.

Responsibilities include:

- Monitor staff management of visitors within the pavilion: ensuring rules outlined at the exhibit entrance are followed; paths are not obstructed; traffic flows smoothly throughout the exhibit; and plants, butterflies and other animals are not disturbed
- Support management of staff and volunteers to ensure guests at the butterfly exhibit have a positive, informative and safe experience
- Monitor performance of staff and volunteers working in the exhibit, assigning or reassigning duties as necessary, reporting deficiencies or problems to Assistant Director of Exhibits
- Assign duties in and around the butterfly exhibit to staff and volunteers, monitoring interaction with guests and volunteers, and scheduling necessary breaks to ensure adequate coverage is maintained
- Maintain compliance with USDA APHIS regulations related to animal security, proper disposal of all materials and maintenance of facility per the Standard Operating Procedures (SOP)
- Complete physical inspections of the exhibit and report any service or repair requests with the assistance to the Exhibits Coordinator, Butterfly Exhibit
- Support the butterfly nursery and provide assistance to Caterpillar Nanny volunteers as needed
- Ensure staff and volunteers are present and secure replacements as needed
- Review daily tour schedules provided by Education Department and coordinate entrance with the support of Butterfly Exhibit Associates and Garden Educators
- Share enthusiasm for butterflies and the natural world with guests, including information about the butterfly lifecycle and host plants, as well as general Garden information

- Facilitate special attendance sessions, as needed

Requirements include:

- Previous supervisory or management experience
- Ability to effectively work with volunteers
- Excellent interpersonal, customer service and troubleshooting skills
- Ability to work outdoors and stand for long periods
- Must be able to work weekdays, weekends, holidays, and special events

The Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes, and to cultivate individual and institutional excellence.

The benefits of regular employment at the Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.